

**MINUTES OF THE**  
**AD HOC COMMITTEE TO EVALUATE RECONFIRMATION**  
**OF PERSONNEL OPENINGS**

**THURSDAY, JUNE 5, 2008**

At a meeting of the **Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings**, held Thursday, June 5, 2008, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mt. Clemens, the following members were present:

Camphous-Peterson-Chair, Doherty, Sauger and Switalski.

Absent and excused was DiMaria.

Chair Camphous-Peterson called the meeting to order at 9:05 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

A motion was made by Doherty, supported by Sauger, to adopt the agenda, as presented. **The Motion Carried.**

**STATISTICAL SUMMARY OF AD HOC ACTIONS RE: VACANT PERSONNEL OPENINGS**

**MOTION**

A motion was made by Doherty, supported by Sauger, to receive and file the statistical summary of Ad Hoc actions regarding vacant personnel openings.

Commissioner Doherty referred to the notation at the bottom regarding the 20 week hiring freeze for the Circuit Court position and the directive that they find the money in their budget. She asked if they were able to do that and if that wasn't the case for the Health Department position.

Mr. Herppich explained that there was no directive to have the Health Department come up with dollars. He said the Chief Judge identified two other vacancies that he is willing to hold vacant for a longer period of time to offset the cost of waiving the 20 weeks for that vacancy.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

**EVALUATION AND RECOMMENDATION TO PERSONNEL COMMITTEE  
REGARDING DETERMINATION OF EACH VACANT PERSONNEL OPENING**

**One Dietitian – Health Department**

**MOTION**

A motion was made by Doherty, supported by Sauger, to approve the reconfirmation of one Dietitian in the Health Department and forward to the Personnel Committee.

Commissioner Doherty noted that this position is 100 percent grant funded.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

**One Public Health Nurse II – Health Department**

**MOTION**

A motion was made by Doherty, supported by Sauger, to approve the reconfirmation of one Public Health Nurse II in the Health Department and forward to the Personnel Committee.

Commissioner Doherty asked if there has been any discussion on reducing the number of home visits in order to save on mileage and travel time. Mr. Kalkofen stated that this is a field nursing position that also provides back up in the clinic and some of the functions are contractual. He said that because of the vacancies that exist, they have consolidated many of the activities and have created a priority list in order to provide services.

Discussion occurred regarding the qualifications that distinguish a Public Health Nurse I and Public Health Nurse II and whether or not a lesser-paid nurse is capable of performing the Nurse II duties thereby saving money. Mr. Kalkofen explained that the medical assessment and follow-up care that takes place during a home visit must be performed by a Public Health Nurse II since that classification requires a Bachelors of Nursing degree. He further indicated that home visits cannot be replaced with additional clinic hours as a means to avoid the expense of those visits because environment is one of the factors that must be evaluated.

Commissioner Doherty questioned whether the paperwork from Head Start and Public Health Nurse home visits could be handled by clerical staff. Mr. Kalkofen stated that these duties used to be done by a para-professional, but those positions and classifications no longer exist.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

**One Account Clerk III - Martha T. Berry**

**MOTION**

A motion was made by Doherty, supported by Sauger, to approve the reconfirmation of one Account Clerk III at Martha T. Berry and forward to the Personnel Committee.

Commissioner Doherty spoke about downgrading the position. Ms. Savalle-Dunn explained the classification system and the current situation that exists in the office that makes it difficult to do that. Mr. Herppich noted that changing classifications and pay grades could cause problems under the collective bargaining agreement.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

**One Administrative Secretary – Martha T. Berry**

**MOTION**

A motion was made by Doherty, supported by Switalski, to approve the reconfirmation of one Administrative Secretary at Martha T. Berry and forward to the Personnel Committee.

Commissioner Doherty questioned whether this position could be reclassified to a lower status in order to realize a cost savings. Ms. Savalle-Dunn stated that the job has changed to include other duties over the years and the person leaving has been doing the work for more than 30 years. Commissioner Doherty suggested referring this issue for further analysis.

**MOTION**

A motion was made by Switalski, supported by Doherty, to refer this issue to the Health Services Committee. **The Motion Carried.**

**One Computer Maintenance Clerk – Prosecuting Attorney's Office**

**MOTION**

A motion was made by Doherty, supported by Switalski, to approve the reconfirmation of one Computer Maintenance Clerk in the Prosecuting Attorney's Office and forward to the Personnel Committee.

Commissioner Doherty asked whether the duties of this position could be reorganized to realize a cost savings. Ms. Gilray stated that these positions are 90 percent of their staff and it is very difficult to deal with increased caseloads and to keep the morale up because sometimes jobs are left open for 13 months due to the hiring delay in effect.

Commissioner Doherty suggested that a more creative outlook might yield ideas for reorganizing and mentioned job sharing and reduced hours.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

### **One Paralegal – Senior Citizen Services Department**

#### **MOTION**

A motion was made by Switalski, supported by Sauger, to approve the reconfirmation of one Paralegal in the Senior Citizen Services Department and forward to the Personnel Committee.

Discussion ensued between Commissioner Doherty, Ms. Willis and Mr. Herppich regarding the percentage of time devoted to paralegal services and clerical services (30/70) and the possibility of reclassifying it to a clerical position. Commissioner Doherty felt further evaluation was needed.

Commissioner Sauger spoke against having a secretary or a paralegal student dispensing legal advice.

#### **MOTION**

A motion was made by Doherty, supported by Switalski, to refer this to the Senior Citizens Committee. **The Motion Carried.**

### **ADJOURNMENT**

#### **MOTION**

A motion was made by Doherty, supported by Switalski, to adjourn the meeting at 9:52 a.m. **The Motion Carried.**

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Corinne Bedard  
Committee Reporter